

**RECLASSIFICATION CASES;**

**List of documents that should be submitted by the parties**

**Copy of Interview guide**

**Current Form 30 for job title presently in**

**Form 30 for position the Appellant is seeking reclassification**

**Job Specifications for job seeking**

**Appellant's EPRS (Employee's Performance Review System) Form for the period in question.**

**Copy of Appellants letter of appeal to the agency**

**Copy of letter from the Agency to Appellant regarding audit interview.**

**Copy of letter of denial**

**Copy of letter of appeal to HRD**

**Copy of letter of denial from HRD**

**Letter of Appeal to the Civil Service Commission.**